



LAKE COUNTY DEPARTMENT OF UTILITIES

Administration Division

Secretary

The Lake County Department of Utilities is accepting resumes for the position of Secretary at our Aquarius Water plant. Applicants must have a High School diploma or GED and a valid Ohio Driver's license. One (1) year office experience or equivalent is preferred. This position involves a broad range of administrative and clerical duties, including performing basic clerical and receptionist functions, utilizing standard office equipment, and developing familiarity with departmental policies and procedures. Applicants must display strong skills in verbal and written communication, exhibiting organizational abilities, and consistently deliver general customer service in a professional fashion. Salary range is \$16.10 per hour to \$23.60 per hour.

Send resumes to Kelly Andino at Kelly.Andino@LakeCountyOhio.gov, or 105 Main Street, Painesville, OH, 44077 by December 6, 2020. Please reference job #2020-29.

**An Equal Opportunity Employer
M.F.H.V.**